WARRANT OFFICER ASSOCIATION

CRATER CHAPTER # 0603

FORT LEE, VIRGINIA 23801

MEMORANDUM FOR RECORD   **DRAFT** 6 May 2020

1. The Chapter President, CW4R Francis Pattin, called the meeting to order at 1730.

Note 1: Due to COVID-19, this meeting was held exclusively by telecom remote. The President manned the phone and the microphone at the Hut with one member (CW5 Fiorilli), while all other quorum attendees participated by phone.

2. Quorum - 15 (30 proxies) present to conduct the meeting, 0 visitors; Pledge of Allegiance was recited.

3. Minutes from the 1 April 2020 meeting were reviewed by all. CW5R Vickie Vachon made a motion to accept the minutes subject to edit, and CW5 Johnathon Waddy seconded. Motion Passed

4. The treasurer’s reports for April 2020 was reviewed by all and briefed by CW4R Charlie Mills. CW5R Vickie Vachon made a motion to accept the report, subject to audit and CW5 Travis Elliot seconded the motion. The motion to accept the treasurer’s reports for April 2020 passed.

5. Committee Reports:

a. Vice President Report CW4 James McCracken Includes Membership statistics with reports from the Vice-President for Army Reserve/National Guard Affairs – CW5 James Williams- Vice-President for Retired Affairs – VACANT- and Vice-President for Junior Warrant Officer affairs - (VP-JWO) \*WOCC/SFC Cortney Johnson- see report.

b. Memorabilia - CW3 Demetria Timothy

c. Volunteer Hour monitor - CW5R Vickie Vachon - see report.

d. Boy Scouts of America - CW4R Charlie Mills - see report

e. JROTC Community High Schools - CW4 Dan Howison

f. McGuire VA Support - CW5R Karen Ortiz

g. Rebuilding TriCities - CW5 Thomas Waltman

h. Public Relations - CW5 Travis Elliott

i. 2020 WO Ball Raffle - CW4 James McCracken

j. Wreaths Across America – Hopewell Cemetery - CW4R Amy Jones

6. Old business:

a. CW5R Wayne Burton briefed that HQ, USAWOA has approved changes to the Crater bylaws, and Silver Status..

b. The Crater Silver Chapter Private Organization paperwork will be prepared for signature and staffing beginning now until completed. CW4 Dan Howison will provide paperwork for CW4 Francis Pattin. July 2020 is the deadline.

c. Crater 2020 raffle announcement. In short, the drawing will take place when all tickets are collected and the COVID 19 quarantine is over.

d. CW4R Charlie Mills briefed that the Boy Scouts are using skype and computer, but otherwise not doing too much.

e. The Crater Silver Chapter has postponed the ball until September due to COVID 19 quarantine, actioned by the committee and the BOD. The Crater Silver Chapter Ball dates are 19th September..

f. CW4 Dan Howison briefed JROTC winners, all from Hopewell High School.

Cadel Level 1 - Bobbie White - Hopewell High School

Cadel Level 2 - Dorian David - Hopewell High School

Cadel Level 3 - Zaire Pitts - Hopewell High School

Cadet Level 4 - Jalen Wooden - Hopewell High School

g. Scholarship Winners.

1. WO dependent - Johnathon Fiorilli (son of CW5 James Fiorilli)

2. Community - Daniel Sexton (son of CW4 Wayne Sexton).

7. New Business. None

8. Motion to adjourn was made by CW5 Travis Elliott and was seconded by CW5R Karen Ortiz at 1810.

Motion passed.

9. The next meeting will be held on Wednesday, 3 June 2020 starting at 1730 via telecon communication due to COVID -19 social distancing.

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Wayne Burton Francis Pattin

Crater Silver Chapter Secretary Crater Silver Chapter President

**6 May 2020 Quorum**

JROTC update:

I provided Certificates to LTC Johnson for his Woodrow Wilson High school

cadets:

LET 1 Cadet SGT Williams, Elisha

LET 2 Cadet SGT Edwards, Shaheim

LET 3 Cadet SGT Thompson, Nevaeh

LET 4 Cadet MAJ Johnston, Jacob

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *CW4 Francis Pattin*  *% CW4 James McCracken*  *% CW5R Wayne Burton*  *% CW4R Charlie Mills*  *% CW5 Travis Elliott*  *% CW5R Vickie Vachon* | *% CW5R Karen Ortiz*  *% CW4 Wayne Sexton*  *% CW5 Johnathon Waddy*  *% CW5R Karen Ortiz*  *CW5 James Fiorilli*  *% CW3 Jon Ganues* | *% CW4 Dan Howison*  *% CW5 Maria Martinez*  *% CW5R Karen Ortiz* |  | *\* USAWOA member; not Crater Chapter member # membership unknown ! VISITOR*  *%Telephone Call in* |

**ADDENDUM: Crater Chapter Proxies Held**

**Crater Chapter Standing Orders:**

1. Chapter President is authorized discretion to fund administrative purchases of up to $500, provided the budget contains funding. Such expenditures will be reviewed in the next Treasures Report minutes.

2. Two Scholarships are funded annually. One to a dependent of a Crater Member present in the local area and one open to student attending college in local area from the tri-cities area or other member dependent. All funds in the Chapter Savings are for Scholarships. Deviation from two scholarships or amount change in any year are actioned with a quorum motion and voting. Application guidelines are published in the entry form available on the Chapter website.

3. Chapter Memorabilia Chair is authorized to fund replenishment of existing memorabilia lines from sales proceeds up to $999.00 limit.

4. Chapter Treasure is bonded and signs all checks for Chapter expenditures; with actions reported in following Treasurer’s reports.

5. Chapter sends a representative to the AAM each year if funding is available. Raised and obligated annually NLT July permitting best scheduling and bargain travel costs.

6. Crater Chapter supports the following community events as Old Business:

- Rebuilding Tri-Cities/Habitat-for Humanity

- Thanksgiving Baskets

- Wreaths Across America

- Holiday Helper

- Support for McGuire Veterans Home ($500 per year) or more as voted

All other community events are brought to the quorum as new business.

Name Expires Proxy given to:

CW5 Jose Agosto Mar 21 Open

CW4R Percy Alexander Indef-LIFE CW5R Wayne Burton

CW4R Hope Bean Indef-LIFE CW4R Amy Jones

COLR David Buck Indef-LIFE Presiding Officer

CW5R Wayne Burton Indef-LIFE Open

CW5 Travis Elliott Indef-LIFE CW5R Wayne Burton

CW5R Wayne Estes Indef-LIFE Presiding Officer

CW5 Roberto Figueroa Jan 21 CW5R Vickie Vachon

CW5R Sam Galloway Nov 20 President

CW5R Bob Gates Jan 21 CW5R Wayne Burton

CW5 Robert Gowin Mar 21 Open

CW4 Dan Howison Indef-LIFE Open

CW5 Guy Hunter Mar 21 CW5R Vickie Vachon

CW4R Richard Jefferson Mar 21 VP

CW4R Amy Jones Aug 20 CW5R Wayne Burton

CW4 Robert D. Johnson Indef-LIFE President or VP

WO1 Tyrone Lander Jul 20 Open

CW3 Joshua Martin Mar 21 President or VP

CW4R Luis Martinez Jan 21 CWR5 Vickie Vachon

CW5R Frank Meeks Jul 20 CW5R Vickie Vachon

CW4 Wayne Melesky Nov 20 Presiding Officer

CW4R Charles L. Mills Indef CW5R Wayne Burton

CW4R Chester Morris Jan 21 Chapter President

CW4R Monty Meston Indef-LIFE CW5R Wayne Burton

CW3R William King Indef-LIFE Presiding Officer

CW5R Karen Ortiz Jan 21 CW5R Vickie Vachon

CW4 Dan Peoples Mar 21 CW5R Wayne Burton

CW4R Francis Pattin Jan 21 CW5R Wayne Burton

***Chapter BOD – Committee Structure***

President+: CW4R Francis Pattin **francis.pattin@gmail.com**  Vice President+: CW4 James McCracken [james.c.mccracken11.mil@mil.mil](mailto:james.c.mccracken11.mil@mil.mil) Vice President for Army Reserve/NG Affairs –CW5 James Williams Vice President for Retired Affairs – OPEN VP Junior Warrant Officer affairs - (VP-JWO) WOCC/SFC Cortney Johnson @Membership – Filled by VP, VP-RA, VP RS-A, Memorabilia - CW3 Demetria Timothy [demetria.r.timothy.mil@mail.mil](mailto:%20demetria.r.timothy.mil@mail.mil) \*Rebuilding Tri-Cities – CW5 Thomas Waltman - [thomas.a.waltman.mil@mail.mil](mailto:thomas.a.waltman.mil@mail.mil) @Nominations/Elections Committee – CW5R Wayne Burton & CW5R Vickie Vachon \*Volunteer hour Monitor - CW5R Vickie Vachon ([pokeandprod@aol.com](mailto:pokeandprod@aol.com) ) \*Holiday helper – CW5R Vickie Vachon \*Web-Master – CW4 James McCracken [james.mccracken13.mil@mail.mil](mailto:james.mccracken13.mil@mail.mil) \*Boy Scouts Of America ( + Cub Scouts) CW4R Charlie Mills \*JROTC High School Support –CW4 Dan Howison [chiefhowison@gmail.com](mailto:chiefhowison@gmail.com) Wreaths Across America – Hopewell Cemetery – CW4R Amy Jones McGuire VA Support – CW5R Karen Ortiz \*Crater 100th Committee - CW5 Nicole Woodyard Resolutions/ Parliamentarian - CW5R Wayne Burton \*Warrant Officer Ball – CW5 Travis Elliott Public Relations – CW5 Travis Elliott

Treasurer # – CW4R Charles Mills ( [charlieandada@gmail.com](mailto:charlieandada@gmail.com) ) Secretary# – CW5R Wayne Burton ([waynebrv@yahoo.com](mailto:waynebrv@yahoo.com); marion.w.burton.civ@mail.mil)

\*Special Committee + elected office # appointed office @ Committee IAW Bylaws

Note: All Elected/Appointed Officers and Committee leads will serve on Crater BOD.

All committee leaders & key appointments are installed and removed at discretion of the Chapter President IAW current Chapter Bylaws

CW4R Allan E Rickard Mar 20 Presiding Officer

CW4 Wayne Sexton July 21 Open

CW5R Alvin Taswell Aug 21 Open

CW5R Vickie Vachon Jul 20 President or VP

CW4 Ted Vanzant Indef-LIFE CW5R Wayne Burton

CW4 Clenora ”Jenn” Walker Indef-LIFE Open

CW3 Gabriela Wetherington Indef-LIFE CW4 Francis Pattin

CW5 James Williams Mar 21 Open

CW5 Nicole Woodyard Indef-LIFE Open

CW4R Donna Zampi Indef-LIFE President

*Proxies used:*

Bronze Level - Eagle Rising Recipients:

CW5R Wayne Burton CW4 Dan Howison

CW4 Ted Vanzant CW5R Nicole Woodyard USAWOA

CW4R Francis Pattin CW4R Charlie Mills

CW4 Amy Scott

Silver Level - Eagle Rising Recipients

CW4R Amy Jones CW5 James Williams

CW5R Nicole Woodyard USAOWA

Gold Level - Eagle Rising Recipients

CW5R Vickie Vachon CW5R Wayne Burton

CW5 Travis Elliott CW5 Nicole Woodyard USAWOA

CW5 Guy Hunter CW5R Karen Ortiz

CW5 Maria Martinez CW5 Sonia Graves-Rivers

CW5 Thomas Waltman CW4 Dan Howison

**Presidents’ Report –.**

Good afternoon to you all.

I hope this finds you in good health and in good spirits.

The chapter had our monthly meeting last night through the use of the spider phone. Given current circumstances with COVID-19 it is best that everyone stays away from the hut for the time being. As I am sure the governor has outlined a tentative plan for having things go back to "normal" in the upcoming weeks. With that being said we will hold our monthly meetings via

the spider phone until its safe for everyone to be in the same area.

The chapter discussed our volunteer hours and ensuring they get captured. For those of you that need to have your volunteer hours annotated send them to Mrs. Vickie Vachon so that she can put them into VMIS. Her email is pokeandprod@aol.com.

We also discussed the ball that is tentatively rescheduled for 19 September 2020. Everything should be worked out once businesses and establishments open back up for business. MTF!!

There was also a discussion that covered the completion of our raffle that was supposed to take place in April. Once I get all the tickets we will conduct the raffle and award the winners the gift cards.

The last topic we discussed was announcing the two winners for the scholarships:

Those were Daniel Sexton and Jonathan Fiorilli. These two gentlemen will be continuing their education and making our future a little bit brighter.

When you have a moment please take some time to congratulate these two young men for their accomplishments and a well-written essay.

I would like to congratulate two WO's that have wrapped up their careers and made tremendous impacts on the WO Corps as a whole!!

Those gentlemen are CW5 Cortez Frazier and CW4 Brandon Burnett.

If there is anyone I missed that recently retired please send me a message

if you choose to and I will spread the word to our chapter!!

Thank you all for your continued Service during this difficult time in our

world!!

Have a wonderful day and stay positive!!

Sincerely

Francis W. Pattin

Crater Silver Chapter President!!!

**Crater 2019-2021 Calendar Events**

3 Jun Crater Silver Chapter Meeting - HUT

- No current agenda at this time

8 Jul Crater Silver Chapter Meeting – HUT

-Establish Wreaths Across America Committee concept CW4R Amy Jones

- Audit

5 Aug Chapter Silver Chapter Meeting - HUT

-Accept Nominations - approve Ballot

2 Sep Crater Silver Chapter Meeting - HUT TIME -TBD

- Final date to approve Ballot

-Approve AAM travel and POC

19 Sep Crater Silver Chapter Ball-

7 Oct Crater Silver Chapter Meeting - HUT

TBD Oct 48th AMM Redstone Arsenal, AL - Details to follow

- Habitat for Humanity

- McGuire Veterans Hospital Visit Planning list

- Present post with donation for Thanksgiving

- Audit

4 Nov Crater Silver Chapter Meeting - HUT

- Holiday Helper planning list

- Wreaths Across America planning list

- Election Vote

- Present post with donation for Christmas

2 Dec Crater Silver Chapter Meeting - HUT

- Announce election results

- Holiday Helper execution

- Execute McGuire Veterans Hospital event

- Wreaths Across America execution

- Audit

13 Jan 2021- Swear in elected new officers

The BOD conducted the meeting using free Conference Call and it was successful. We have some technical issues to work out but overall a productive meeting.

We held our first BOD meeting since the pandemic hit the country.

As a chapter we are trying to close-out the raffle next week and move onto something new.

There are a lot of questions in reference to the ball and how much attention this will garner in the future??

Do people plan on attending the ball that have paid for it?

Will we be able to meet the 200 guest threshold? There have been around 60 plus people who have RSVP'd and that was for the April ball.

Is it safe to have a ball in the upcoming months? Can we move the ball to October or November? Would it be better to hold off on having the ball until next year??

Can the hotel be able to staff this event? Is September too soon given the current situation we find the country in?

The BOD as a collective group decided to not worry about child care and leave that to the parents. This will alleviate the requirement for having an extra room.

The hotel is still closed and will remain that way until June 8th as a tentative date?

When we have our meeting I would like the VP, Secretary and Treasurer to sit-in with me during the meeting.

If there is something I missed please bring it up and share with the BOD. I listened to playback of our meeting and believe captured everything.

**VP Report - Roster**

**Crater Meeting Call in Number**

**1-712-770-5505**

*Access Code: 501219*

*Calling in to the Crater Meeting is like being here in person. If you are a member, YOU may participate, open motions, offer seconds, discuss and vote. We all are busy, and the Crater Chapter steps up to the 21st Century with live telephonic meeting!*

Volunteer Hours are as follows:

Members - 1968.75

Guest - 50

As of 1613 31 May 2020

I am missing BOD member’s hours

**Volunteer Hours** (Need ages of volunteers always if younger than 18)

|  |  |
| --- | --- |
| AD | 50 |
| RET | 70 |
| NGW | 7 |
| ARW | 5 |
| ASC | 2 |
| Life | 67 |
| Total | 135 |
| . |  |

**USAWOA CRATER CHAPTER**

**Treasurer’s Reports**

**1 May – 31 May 2020**

**Checking Account Fort Lee Federal Credit Union- Balance previous month $ 7,212.88**

**INCOME:** NONE **+ $ 00.00**

**EXPENSES:** NONE **- $ 00.00**

**Total Revenue = $ 7,212.88**

**------------------------------------------------------------------------------------------**

**Savings Account Fort Lee Federal Credit Union - Balance previous month $ 3,067.31**

**INCOME:** NONE **+ $ 00.00**

**EXPENDITURES:** NONE -  **$ 00.00**

**Total Revenue: = $ 3,067.31**

**------------------------------------------------------------------------------------------------------------------------**

**COMBINED REVENUE $ 10,280.19**

**PLEDGED PAID**

**Mail Box: $ 64.00 $ 64.00**

**Liability Insurance: $ 268.00 $ 267.00**

**Bond / CNA: $ 114.82 $ 114.82**

**Scholarship Member: $1,000.00 $**

**Scholarship Community: $1,000.00 $**

**Thanksgiving Donation: $ 250.00 $**

**Christmas Donation: $ 250.00 $**

**AMM: $3,000.00 $**

**Scouts – BSA: $ 200.00 $**

**Veterans Home: $ 300.00 $**

**Meet & Greets $ 750.00 $**

**TOTAL $ 7,196.82 $ 445.82 Remaining pledge $ 6,751.00**

**Charles L. Mills Francis Pattin**

**CW4(R), OD CW4(R), QM**

**Crater Chapter Treasurer Crater Chapter President**

**Boy Scouts of America, Troop 912, Ft Lee Va.**

Charles L .Mills

USAWOA, Crater Chapter

Charter Organization Representative

**USAWOA CRATER CHAPTER**

**April Treasurer’s Reports**

**(AMENDED)**

**7 May 2020**

**Fort Lee Federal Credit Union**

**Checking Account - April Report Balance $ 7,257.32**

**ADDITIONAL UNKNOWN INCOME:**

MEMORIBILIA DEPOSIT 4/03/20 $ 228.00

MEMORIBILIA DEPOSIT ZELLE 4/03/20 $ 250.00

**TOTAL**  **$ 478.00 + $ 478.00**

**TOTAL REVENUE = $ 7,690.88**

**Due to a Technical PROBLEMS, with my computer, I was not able to obtain a copy of the chapters monthly (April 2020) account statement from the Fort Lee Federal Credit Union. Because of the technical problem I made out the monthly treasurers report from known transactions and without the monthly statement. The Technical problem with my computer has been fixed. Today I contact the credit union and the problem created by my computer problem, at the credit union, has been resolved. ALL IS WELL.**

**Above is the correct balance of the chapters checking account.**

**Charles L. Mills Francis Pattin**

**CW4(R), OD CW4(R), QM**

**Crater Chapter Treasurer Crater Chapter President**

Boy Scouts of America, Troop 912, Ft Lee Va.

May 2020

Boy Scouts Events:

Planning and troop meetings are being conducted via ZOOM each week.

Scouts continue to earn merit badges, PUBLIC SPEAKING appears to be the hot one right now.

Scout Summer Camp has been canceled. It may be reschedule for a later date.

Elections for Scouting Leadership Positions were conducted this month.

Charles L .Mills

USAWOA, Crater Chapter

Charter Organization Representative

**Agenda June 3d, 2020 meeting**

***Note: Due to Coronavirus, which limits socialization to 10 people, this meeting will be by remote dial in and reports sent by email.***

**1. Count of members to ensure a forum/forum established ( ) ID Proxies ( )**

**2. Call meeting to order at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Pledge**

**4. Welcome guest and new members**

**5. Minutes passed out and read, any discussion, motion to accept subject to edit**

**Motion made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seconded \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6. Treasures Report any discussion, motion to accept subject to audit**

**Motion made by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seconded By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**7. Committee Reports**

a. [Vice President Report](#OLE_LINK1) CW4 James McCracken – CW5 James Williams- \*WOCC Cortney Johnson

b. [Memorabilia](#OLE_LINK1) – CW3 Demetria Timothy.

d. Volunteer Hours - CW5R Vickie Vachon.

e. Holiday Helper - CW5R Vickie Vachon.

f. Boy Scouts - CW4R Charlie Mills

g. Solicitation – CW5 Nicole Woodyard

h. JROTC Community High Schools– CW4 Dan Howison

i. WO Ball – CW5 Travis Elliott

j. Rebuilding TriCities – CW5 Thomas Waltman

k. Public Relations – CW5 Travis Elliott

l. 2020 WO Ball Raffle: CW4 James McCracken

m. Wreaths Across America – Hopewell Cemetery – CW4R Amy Jones

**8. Old Business**

**- Warrant Officer Ball** **–action**

[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

- **Rebuilding TriCities–action**

**- Crater Chapter Private Organization paperwork CW4 Dan Howison–action**

**- Crater 2020 raffle–action committee lead CW4 McCracken, assisted by CW4 Wayne Sexton**

**WOBC WO1 membership and mentoring**

**9. New Business –**

**10. Alibi’s**

**Raffle 1 each gift certificated (dinner for Two) from members present**

**11. Next Meeting – 8 July 2020- Suite E, Bldg. 10000, near Carver Avenue & Sisisky Blvd (the Hut) at 1730**

**12. Adjourn meeting at (time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Motion made by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seconded by \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CRATER SILVER CHAPTER NOTES: \_

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